

## ASSUSOFT: PREMIUM INVOICE CHECK

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## 1. PURPOSE

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When using Assusoft, a module to verify premium invoices can be enabled optionally. This module allows to verify multiple premium invoices of multiple insurers/suppliers.

The results of this verification are:

- **A comparison of data between premium invoices and Assusoft:**
  - Persons on the premium invoice, who are not affiliated in Assusoft.
  - Persons not on the premium invoice, however affiliated in Assusoft
  - Differences in data between premium invoices and the employer's payroll system, such as:
    - Personal details
    - Cost centre, Department, Contract number
    - Premiums
  - Other...
- **Identification of changes:**
  - New affiliations
  - Departures
  - Differences in data on premium invoices
- **Reconciliation** of premiums and corrections
- **Compilation of tailor made reports** specific to the employer, enabling a detailed breakdown of premiums, for example by cost center.

Using the 'premium invoices verification' module, each encountered situation allows for a different approach:

Some possibilities:

- Inform the provider (insurer): a brief message with the correct information will be included in the report to the supplier
- Include the message in an internal report: this report contains all corrections that should be made to the payroll system
- Postpone the message for 'x' months: if the problem or difference persists, the message will reappear after this period
- ...

## 2. METHOD

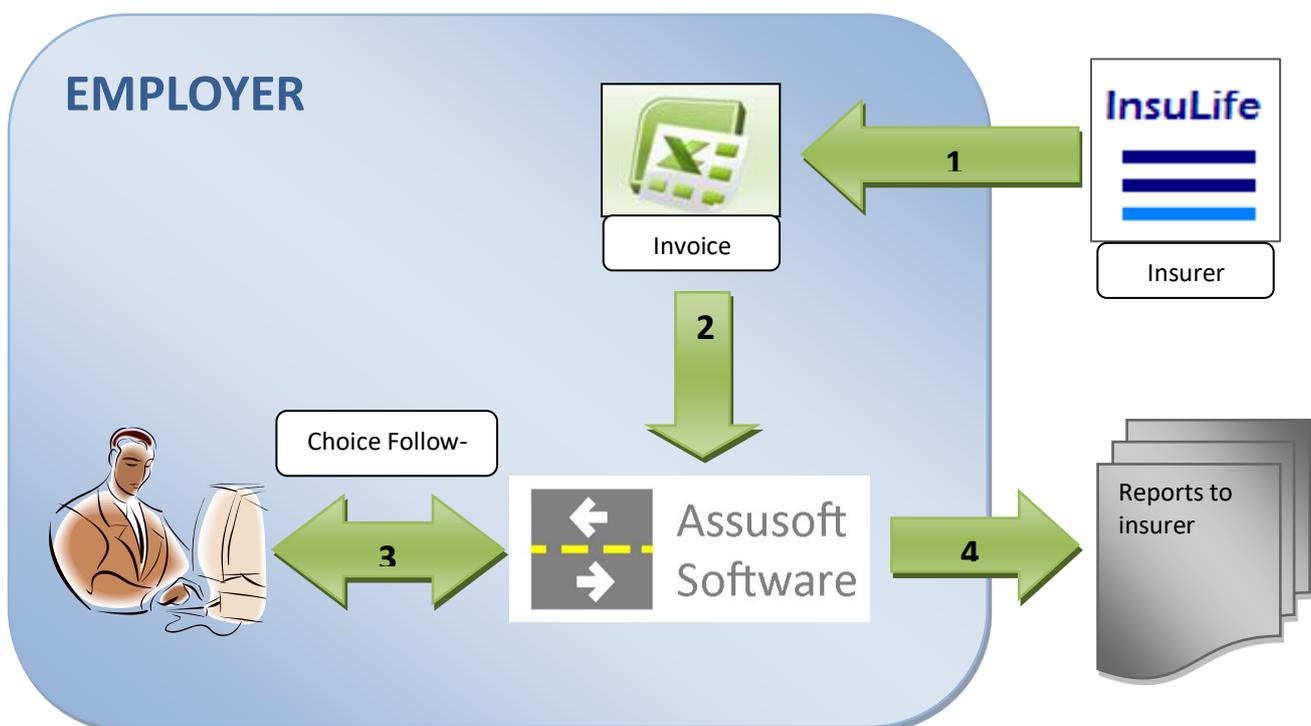
The 'premium invoice check' module is an optional expansion and cannot be installed as standalone product. In order to use this module, Assusoft should be installed and used for communication to providers.

**Upon receipt of a specific premium invoice (ex. one per month),** Assusoft will be used to **verify that invoice**. In case multiple invoices are received at different times, Assusoft allows to verify these at different times.

In this case, the user will:

- Open Assusoft
  1. Import the received premium invoice
  2. Answer questions within Assusoft
  3. Compile reports in Assusoft
    - i. Reports -at least two- containing anomalies and results:
      - a) Changes that need to be made to the employer's payroll system
      - b) Changes that need to be processed by the provider (insurer)
    - ii. Optional: A report containing a breakdown or summation of the billed premiums. This report is typically useful to the accounting department.
- Close Assusoft

This process requires about 0.5h per month per premium invoice.



### 3. REPORTING

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By default, Assusoft reports are in Excel format, covering:

- All relevant changes identified on the premium invoice
- All changes between the situation in Assusoft and the premium invoice
- Other verifications as per required



*Optional: Reports can be customized to accommodate your needs.*

*Ex. reports that add up specific premiums or splits them into detailed breakdown per cost centers.*

## 4. IMPORTANT PARAMETERS

### 4.1 GENERAL

Item	Answer
Number of providers?	
Names of providers?	
Number of premium invoices? Format? (include an example if possible) Important: Unique key used for the premium invoices, which is also used in the payroll system	
Number of affiliated employees	
Number of affiliated family members (Hospitalisation only)	

### 4.2 PER PREMIUM INVOICE

Possible verifications	Required?	Extra info
Person is on the premium invoice, however not affiliated in Assusoft		
Person is not on the premium invoice, nonetheless affiliated in Assusoft		
Difference in data between the premium invoice and Assusoft		
Other examples: <ul style="list-style-type: none"> <li>▪ Comparison between the calculated premiums in Assusoft and the premium invoice</li> <li>▪ Premiums can only exist between certain limits</li> <li>▪ ...</li> </ul>		
<b>Additionally, for hospitalisation</b>		
Family is on the premium invoice, however not affiliated in the payroll system		
Family is not on the premium invoice, nonetheless affiliated in the payroll system		
Difference in family data between the premium invoice and the payroll system.		



*These verifications are all available in the 'premium invoice check' module by default, yet always tailor made to match the needs of each employer.*